

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 14th November 2017 at 7.00pm in the Town Council Office, The Library, Church St, Hungerford

Present: Cllrs Bumbieris, Crane, Knight and Simpson
Also present: Town Clerk, RFO

1. **Apologies for absence** – Cllrs Brookman, Small, Farrell
2. **Declarations of interest** – Cllrs Simpson and Knight (Library), Cllr Knight (Triangle Field)
3. **Minutes – Propose minutes of F&GP meeting on 12th September 2017**
Cllr Bumbieris proposed the minutes as a true record, 3 abstentions, vote carried.
4. **Considerations that have an impact on the budget: -**
 - **Health & Safety Policy Quotations** – Renewal due March 16th 2018 – Quotations have been received from the existing providers and one other. A third is being obtained. The service currently provided is very good and gives access to training sessions.
Cllr Crane proposed renewing with the existing provider Ellis Whittam for a 3 year period at a cost of £2290 annually unless a significantly cheaper quote is obtained, seconded by Cllr Knight, all in favour.
 - **Contractors Quotations for April 2018-2019** – Clerk's report was circulated detailing the quotes, work involved and any increases. The work provided by the existing contractors is excellent. It was suggested that savings may be possible by one contractor doing all the groundwork. **Action:** Review this next August during quiet period. *After discussion Cllr Knight proposed acceptance of the contractors' quotes as detailed on the attached report for 2018-2019, seconded by Cllr Crane, all in favour.*
 - **Propose changes to staff hours** – *It was agreed that Employee No.10 will increase her hours from 12 to 14 per week with effect from 1st November and Employee No.1 hours will be amended.* Grade increases as circulated were noted and approved. A 1% pay increase as indicated by the government will be budgeted for all staff. Employers' pension contribution will increase to 20.8% from April 2018 and will be budgeted for. No bonuses or contingency are to be budgeted for. *Cllr Knight proposed an annual budget as per the draft budget spreadsheet circulated of £80,000, seconded by Cllr Crane, all in favour.*
 - **Recommendations from Letting Agents for Swimming Pool House** – *Cllr Bumbieris proposed continuing with advertising at £925 a month. We should consider the inventory report and a lick of paint when the tenants leave. All agreed. There is money in the budget and EMR for any work required.*

5. Budgets

- **To review F & GP Budgets for 2018/19 - circulated in advance** - The spreadsheet was discussed in detail and some amendments made. It was agreed to reduce the hire costs budget as the library will be used for committee meetings in future instead of the Town Hall. The Newsletter budget allows for 5 x Hungerford Matters' and 12 monthly email newsletters with Penny Post totalling £4500. Insurance budget has been increased to include the library building of which we are due to acquire the lease. It was agreed to reduce the H&S budget based on this year's anticipated expenditure. Cllr Knight would like to see the grant budget increased if possible without putting pressure on the precept. **Action:** Clerk to check the current agreement with the Community Centre. Cllr Knight requested £10k in the budget for the library for this year and a further £10K for next. Any of this money not spent should be earmarked for the library. £1000 extra was agreed to go into the IT budget in case the photocopier needs replacement.
- **To review Town Council Budget for 2018/19 - circulated in advance** – Due to £17k surplus put back into the pot for money not spent this year the precept request can reduce lower than the budget. The spreadsheet was amended to show the revised figures with the precept showing a -0.04% rise. *In light of this Cllr Knight proposed a £3k increase to the grant budget, altering the precept to a 1% increase, seconded by Cllr Crane, one against (Cllr Bumbieris), rest in favour, vote carried.*
Action: The precept/budget will go on the next Full Council agenda for further discussion.

6. **To approve attached notice regarding use of Community Infrastructure Levy funds in 2016/17 to appear on the Council's website** – The notice was approved by all. The RFO added that the new auditor's view was that CIL/S106 money should be held in EMR and not on the balance sheet.
7. **To authorise the RFO to look into the merits of a Company Credit Card in the name of the Town Clerk and report to a future meeting** – The Clerk and Deputy should not have to pay council expenses on their personal credit cards. **Action:** It was agreed the RFO should investigate costs for a company credit card.
8. **Review of Financial Regulations expenditure limit** – After discussion Cllr Crane proposed the expenditure limit available to the clerk outside of meetings, provided agreement is obtained by any two of the following: Mayor, Deputy Mayor, Chair of F&GP, be increased to £2000, seconded by Cllr Knight, all in favour. **Action:** Clerk to update the financial regs to show this and circulate to all for any further suggested amendments to the regulations.
9. **Crime Prevention Grant** - £7500 is available to any one group through a ward member application. **Action:** Cllr Knight to speak to the District Cllrs about a grant for 2 new CCTV cameras.

Cllr Simpson wishes to be added as a signatory on the accounts. **Action:** Add to next Full Council agenda.

Meeting closed 9.00pm

SUPPORTING DOCUMENTATION

Community Infrastructure Levy Regulations (CIL)2010 Year to 31st March 2017

Under the CIL regulation 62A we are required to publish the amounts received and the use of these funds on an annual basis on the Council's website and provide a copy to the charging Authority (West Berkshire Council)

Balance as at 1 st April 2016	Nil
Funds Received from West Berkshire Council in the year to 31 st March 2017	£243.75
Spent in the Year	Nil
Balance carried forward as at 31 st March 2017	£243.75

The Council has not received any notices from West Berkshire Council in accordance with regulation 59E

Jeff Ford

Responsible Financial Officer

3rd November 2017

Hungerford Town Council

Public Report

Report to:

F&GP 14th Nov 2017

Agenda Item No 4:

Contractors Quotations for 2018-19

Background

Quotations are obtained from existing contractors

Objective

Decide whether to renew these contracts

Options

Renew or obtain alternative quotations

Contractor	Area	Annual Cost 2017	2018-19 terms
Edward Fenton (gardening/litter)	Tragedy Garden Bridge St War mem	£1482	No increase

